



The
Association of
Reform Jewish Educators
Since 1955

633 Third Avenue | New York, NY 10017-6778

EDUCATOR SEARCH APPLICATION

RETURN ORIGINAL TO:

(Preferably by E-mail)

Rabbi Stan Schickler, RJE

Association of Reform Jewish Educators

633 Third Avenue

New York, NY 10017-6778

212-452-6510

sschickler@reformeducators.org

CONGREGATION/INSTITUTION	Congregation Beth Emeth	DATE OF APPLICATION	5/29/2019
STREET ADDRESS	300 West Lea Blvd.		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Wilmington, DE 19802		
TELEPHONE NUMBER	302-764-2393	FAX	302.764.2395
E-MAIL	hr@bethemethde.org	WEBSITE	www.bethemethde.org
URJ DISTRICT	PAR	DATE POSITION IS AVAILABLE	7/1/2020
POSITION TITLE	Director of Lifelong Learning	FULL or PART-TIME	FT

☒ **Director of Lifelong Jewish Learning (DoJL) or Director of Lifelong Learning (DoLL)**—Responsible for oversight of virtually all education in the congregation; supervises all education and educational administration personnel
When a congregation seeks to hire a DoJL or DoLL, it should consider how the position will be appropriately supported with additional educational **and** administrative staff, all of whom would be supervised by the DoJL or DoLL

☐ **Director of Congregational Learning (DoCE)**—Serves in an oversight capacity of the congregational school and has other congregational education responsibilities (which may or may not include supervision in the area[s] of youth programming, adult education, early childhood, and / or other areas of education)

When a congregation seeks to hire a DoCE, it should consider how the position will be appropriately supported with additional educational **and** administrative staff, such as an Assistant Director of Congregational Education, all of whom would be supervised by the DoCE.

☐ **Religious School Director (RSD)**—Primary responsibility is direction of the religious school

☐ **Assistant Religious School Director**—May be hired to provide additional educational support to the Religious School Director

☐ **School Administrator**—Primarily responsible for administration of the school and perhaps some educational responsibilities

PLEASE INCLUDE A JOB DESCRIPTION WITH THIS APPLICATION

Director of Lifelong Learning

Congregation Beth Emeth

The Director of Lifelong Learning (DoLL) will work closely with teachers, staff, parents and other congregants. Under the supervision of and in partnership with the Senior Rabbi, the DoLL will provide a vision, leadership and oversight of learning at Congregation Beth Emeth (CBE), with specific responsibility for Religious School education, as well as Youth, Family and Adult programming that integrates learning into every aspect of synagogue life.

DoLL will be responsible for:

- Management and supervision of religious school: including (but not limited to) hiring; program and teacher evaluation; team building/continuing education of teachers; preparing the school calendar and schedule of activities; preparation and administration of the school budget; and development and evaluation of the curriculum on an ongoing basis in consultation with the Senior Rabbi and/or Religious School Committee
- Facilitation of religious services involving youth and religious school students as well as Participation in the B'nai Mitzvah Program, in coordination and consultation with the clergy team
- Supervision of the Youth Program: working with the part-time Youth Advisors and Youth and Family Committee to integrate youth activities with religious school and other synagogue programs; supporting teen youth engagement in NFTY; and continued development of outreach to college students
- Developing and implementing active learning opportunities for adults, families, and community members

Desired Areas of Expertise:

- Master's in Jewish Education and RJE certification or equivalent degrees
- The organizational and management skillset to cooperatively implement and develop curricula and educational programming based on knowledge of best practices and pedagogy in Religious School education
- Familiarity with Hebrew prayer-focused curricula such as Mitkadem Curriculum (or similar)
- LEADERSHIP
 - Ability to recruit, supervise and mentor successful faculty, staff and volunteers
 - Literacy in skills necessary to motivate youth leaders
 - Ability to work as part of a team with staff, clergy and lay leadership
- CREATIVITY
 - Ability to create and promote multiple venues of engaging learning, both formal and informal, for a diverse community of students, teachers, parents and staff
 - Engaging, creative and charismatic approach to joyful education

- PREVIOUS EXPERIENCE
 - in classroom management, teacher supervision and teacher training
 - in implementing adult education programming
 - with Jewish Camp (as a camper, counselor, administrator, etc.)
 - with Hebrew instruction
- PRACTICAL SKILLS
 - Excellent oral and written communication skills, including social media fluency
 - Financial literacy including ability to read, create and adhere to a budget
 - Competence with educational and office technology

CBE will offer:

- Competitive Salary and generous benefits: Starting at \$82,000 per year, plus 15% pension, health insurance
- Relocation Benefits
- Three year contract

DEMOGRAPHICS

	TOTAL NUMBER OF FAMILY UNITS	# OF FAMILIES WITH CHILDREN IN THE RELIGIOUS SCHOOL	TOTAL # OF STUDENTS IN THE RELIGIOUS SCHOOL	AVERAGE # OF ANNUAL <i>B'NAI MITZVAH</i>
THIS YEAR	475	94	130	20
FIVE YEARS AGO		94	131	20
FUTURE DEMOGRAPHIC PROJECTIONS ARE		Membership has been at 475 for the past 5 years, after adjusting our membership rolls, which had been counting some people as members incorrectly during the last search process.		

NUMBER OF STUDENTS ENROLLED BY GRADE

PreK	K	1	2	3	4	5	6	7	8	9	10	11	12
9	8	9	10	6	21	5	23	20	10	10	10	3	n/a
OTHER (specify): Post confirmation is new this year, with three students. Kindergarten enrollment varies by year.													

DAY CARE	n/a	PARENTS' DAY OUT	n/a	EARLY CHILDHOOD	n/a
OTHER (specify): Early Childhood is provided at the JCC, where clergy is active.					

HEBREW BEGINS IN GRADE	2	AND CONTINUES THROUGH GRADE	6	CONFIRMATION BEGINS IN GRADE	8
ADULT PROGRAMMING	Adult Hebrew; Intro to Judaism; Film Screenings; Speakers; Annual Scholar-in-Residence			JEWISH PARENTING PROGRAMMING	
CAMPS (URJ REGIONAL AND CONGREGATIONAL)		Harlam, Six Points Creative Academy			

II. DAYS AND TIMES OF CLASSES

RELIGIOUS SCHOOL	HEBREW SCHOOL	CONFIRMATION	POST-CONFIRMATION
Sunday 10:40 – noon	Wednesday 4 – 5:30 p.m.; Sunday 9-10:20	Sunday 12 -2 p.m. (once per month)	Still in formation
WEEKDAY EARLY CHILDHOOD	DAY CARE	PARENTING/FAMILY PROGRAMMING	PARENTS' DAY OUT
N/A	N/A		N/A
CAMP(CONGREGATION ONLY) N/A			
OTHER (specify) The local JCC offers full-time and part-time early childhood education and daycare services from birth through Pre-K.			

III. PROFESSIONAL STAFF

Even if they will not be associated with the congregation next year, please list the names of all current professional staff members. Indicate if their position is full-time or part-time and their years of service with the congregation. Additional lines are provided for other staff positions, if applicable.			
	NAME	FULL or PART-TIME	YEARS SERVED
SENIOR RABBI	Yair Robinson	FT	10
ASSOCIATE RABBI			
ASSISTANT RABBI			
CANTOR	Elizabeth Flynn	FT	2
EDUCATOR	Rabbi Elisa Koppel	FT	5
ASSISTANT EDUCATOR			
ADMINISTRATOR	Jon Yulish	FT	5
PROGRAM DIRECTOR			
YOUTH WORKER	Sarah Satinsky	PT	1
EARLY CHILDHOOD EDUCATOR			

Does the professional staff undergo a regular performance review process ? How often ? Please include a description of this process, especially as it applies to the educator.

The Synagogue maintains a formal system of Performance Standards and Appraisals. The Performance Standard is a document prepared together by the Director of Lifelong Learning and their direct supervisor, which will be the Rabbi. The Performance Standards specifically detail each responsibility and activity expected of the DoLL to satisfactorily perform their job. The document is prepared annually at the beginning of the fiscal year, and the DoLL and Rabbi both sign off on the document, which is then revisited at the end of the fiscal year, when the DoLL completes a self-evaluation based upon their success in reaching the Performance Standard agreed upon at the start of the year.

SECRETARIES/ADMINISTRATIVE ASSISTANTS		FULL or PART-TIME	YEARS SERVED
TO EDUCATOR(S)	Lisa Schrier	1 FT (time split between Educator and Administrator)	19
TO RABBI(S)	Lori Wyzga	1 FT (shared with Cantor and Administrator)	23
TO CANTOR(S)	Lori Wyzga	1 FT	23
TO ADMINSTRATOR	Lori Wyzga	1 FT	23

NUMBER OF TEACHERS		SPECIALISTS	
COORDINATORS / DEPARTMENT HEADS		ART	Volunteer
PRIMARY	4	COMPUTER	
INTERMEDIATE	5	DANCE	1
UPPER	1	DRAMA	
BAR / BAT MITZVAH	3 tutors/2 clergy	HEBREW	6, plus 1 Special Ed Hebrew Instructor
HIGH SCHOOL / POST B'NAI MITZVAH	2 (clergy)	LEARNING CENTER	
ARE THERE ANY FULL-TIME TEACHERS ?	No	LIBRARIAN	
CUSTODIAL STAFF (specify full or part-time)	2 full-time, 1 part-time		

IV. FACILITIES

SANCTUARY	yes	NUMBER OF CLASSROOMS	9
CHAPEL		ART ROOM	no
LIBRARY	yes	MUSIC ROOM	no
SOCIAL HALL / AUDITORIUM	no	YOUTH LOUNGE	yes
SANCTUARY / SOCIAL HALL COMBINATION	Yes	TEACHER RESOURCE CENTER	yes
The sanctuary can be opened up into the Social Hall, but they are regularly stand-alone spaces.		EDUCATOR'S OFFICE	yes
		COMPUTER ROOM	In the library
		STUDENT LEARNING CENTER	No
OTHER (SPECIFY)	The conference room also houses a small ark and could double as a small chapel.		
IS THE EARLY CHILDHOOD FACILITY SHARED WITH RELIGIOUS SCHOOL ?		n/a	

AGE of BUILDINGS:	SANCTUARY	54	SCHOOL	14	OFFICE AREA	14
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If there is a satellite facility, please describe it. Include size, distance from main facility, age, days/hours spent on that site, etc.

N/A

V. CONGREGATIONAL IDENTITY

The Congregation / Institution was founded in	1905	and became a member of the URJ (UAHC) in	1913
The Shabbat prayer book used is	Mishkan Tefillah		

The High Holy Day <i>machzor</i> used is	Gates of Repentance (gender sensitive), plus a few internally produced prayer booklets		
Has the Religious School received ARJE Accreditation ?	No	If yes, in what year ?	

Religious School Vision Statement: At Congregation Beth Emeth, we strive to provide a joyful, memorable, and engaging environment for our students as individuals and community the opportunity to explore, experience, and personalize core aspects of their Jewish identity and to develop deep roots within the Jewish community. We celebrate the joy and traditions of Judaism in a nurturing and respectful environment within the classroom, the synagogue, and the wider Jewish community.

Adult Learning Vision and Mission Statements

Vision: We are a community of adults connected to Judaism and to each other through education and learning.

Mission: To connect Jewish adults to our faith and to each other through learning by:

- Compiling, publicizing, and promoting Jewish learning and educational opportunities.
- Designing opportunities for learning that are responsive to the diverse needs of our congregants, including different interests, learning styles, life experiences, and schedules.
- Maximizing participation in adult learning.
- Providing members of the congregation opportunities to share their knowledge and experience and to teach others.
- Cultivating a community where congregants are able to learn with and from each other.
- Inspiring moments of spiritual connection and change for participants.

What are the three primary goals of your congregation/institution?

1. Encouraging and inspiring our inclusive community to deepen our commitment to Judaism through ritual practice and worship.
2. Providing diverse programming and educational opportunities that create excitement and interest in Judaism at ALL life's stages.
3. Leading and inspiring the greater Jewish community through through tzedakah (justice), tikkun olam (repairing the world), and Jewish learning.

What are the congregation's/institution's strengths?

Congregation Beth Emeth is the largest synagogue in the state, with a long history of diverse educational, social justice and worship programming. Beth Emeth is a leader within the Delaware and broader Reform Jewish community. We have deeply committed volunteers and a stable and active membership base.

What are the strengths of your educational program?

- Our b'nai mitzvah program caters to the needs of each child and the needs of their family.
- Our strong commitment to lifelong learning can be seen throughout all areas of synagogue life, and including lecture series, study groups and Scholar-in-Residence weekends.
- Religious school is a joyful, creative, progressive, interactive and inclusive environment.

What three qualities in your Educator are most important to the congregation/institution?

1. The organizational and management skillset to cooperatively implement and develop curricula and educational programming.
2. A deep knowledge of best practices and pedagogy in Religious School education.
3. Engaging, creative and charismatic approach to joyful education.

The three most important priorities of the congregation/institution's Educator should be:

1. Manage and supervise religious school, teen engagement and b'nai mitzvah training programs.
2. Build meaningful opportunities for lifelong learning and programs for families with young children.
3. Work in partnership with the clergy team, staff and lay leadership to integrate lifelong learning into every aspect of synagogue life.

The single most important thing an Educator needs to know about the congregation/institution is:

We are looking for a partner who can build on our institutional strengths and lead development of future plans for a successful path forward.

The three most important issues facing the congregation/institution in the next five years will be:

- 1) Changing demographics including aging congregants living closer to the synagogue, and younger families living further out.
- 2) Continuing transition of leadership to the next generation
- 3) Public perception of the City of Wilmington and the State of Delaware

VI. INCUMBENT EDUCATOR

Has the current educator been informed that the congregation / institution is in placement ?	yes
On what date will the current educator relinquish his/her position ?	June 30,2020

VII. COMMUNITY ATTRACTIONS

General population of location	559,793 (New Castle County) 71,000 (City of Wilmington)	Total Jewish population	15,100 (total for Delaware; most live in New Castle County)
JEWISH INSTITUTIONS IN AREA			
JCC	Bernard and Ruth Siegel Jewish Community Center		
Federation	Jewish Federation of Delaware		
Jewish Family Service	Jewish Family Services of Delaware		
Central Jewish Education Agency	None		
Jewish Day School (which grades) ?	Albert Einstein Academy (K-5)		
Other	Temple Beth El of Newark (Reconstructionist); Beth Shalom Congregation (Conservative); Adas Kodesch Shel Emeth (Modern Orthodox); Chabad Lubavitch of Delaware; Kutz Home and Lodge Lane Assisted Living; Delaware Jewish Historical Society; Va'ad HaKashruth of Delaware; Frank and Yetta Chaiken Center for Jewish Studies at the University of Delaware; UD Hillel; local chapters of Hadassah, JStreet, AIPAC, AJC, PJ Library, etc.		
Majority of members' children attend public school, private school, or Jewish day school ?	Members' children attend a mix of area public and private schools, with a few families attending Albert Einstein Academy.		
Colleges, universities and music conservatories in the area include	Delaware College of Art and Design; Widener University; West Chester University; University of Delaware; Wilmington University; Delaware Technical and Community College; Goldy-Beacom College; Academy of Vocal Arts; Music School of Delaware.		
What cultural opportunities are available (e.g., symphony, opera, museum, theatre, sports, etc.) ?	Wilmington boasts many cultural institutions, including Delaware Symphony Orchestra, Opera Delaware, The Grand Theatre and Opera House, DuPont Theatre (Broadway Series), Delaware Theatre Company, Delaware Children's Theater, Delaware Art Museum, The Delaware Contemporary, the Delaware Children's Museum, Winterthur Museum and Gardens, Mt. Cuba Center, and Delaware Museum of Natural History, as well as nearby Pennsylvania attractions, the world-renowned Longwood Gardens and Brandywine River Museum. Wilmington has a minor league baseball team, the Wilmington Blue Rocks, and is home to the Philadelphia 76ers' farm team, the Blue Coats. Wilmington's wonderful parks system includes the Brandywine Zoo, and dozens of public parks with biking, hiking and walking trails, as well as playgrounds and exercise stations.		

VIII. REMUNERATION

INDICATE EITHER A SPECIFIC FIGURE OR A SPECIFIC RANGE. The "Proposed Salary" section should read, for example, "\$60,000-\$70,000" or "the minimum salary base is \$60,000" or "the maximum salary is \$80,000." **PLEASE DO NOT WRITE "negotiable", or "open," or "not yet determined" with no numbers included. Without this information, your position will not be included in the ARJE's placement listings. It is also highly recommended that you NOT list remuneration as a "package."**

PROPOSED SALARY or SALARY RANGE	Minimum salary base is \$82,000
Percentage of pension (RPB) in addition to salary (15% recommended)	15
Length of original contract (two years recommended)	Three years

STANDARD BENEFITS FOR THE EDUCATOR, IN ADDITION TO SALARY							
Medical-Hospitalization	X	Moving Allowance	X	Books & Periodicals		Sabbatical	
Major Medical Insurance	X	Professional Dues	X	Congregational Membership	X	Cell Phone	
Dental Insurance		ARJE Conference	X	Religious School Tuition	X	Laptop Computer	X
Long Term Disability Insurance		URJ Biennial		Early Childhood Tuition	n/a	Israel Trips	
		Regional URJ Gathering					
Other (please specify)	Jewish professionals receive a 10% discount on Siegel JCC Early Childhood tuition.						

Social Security is required by Federal Law

Is this position being listed with any other professional placement service ?	No
If "YES" please indicate which one and the title by which it is being listed	

In making this request to the ARJE PLACEMENT SERVICE, the congregation/institution agrees that it will	
A	
A	In keeping with the high ideals of Reform Judaism, not exclude a candidate from consideration based on age, gender, sexual orientation or marital status;
B	Keep the ARJE Placement Service informed of ALL interviews and their outcomes;
C	Reimburse all travel and related expenses for an Educator invited for an interview;
D	Arrange the terms of its contract and/or letter of agreement with its Educator-Designate following the principles of the document entitled <i>GUIDELINE FOR EDUCATOR CONGREGATIONAL RELATIONSHIPS</i> ("The Blue Book"), as adopted and recommended May 1988 by the Board of Trustees of the Union of American Hebrew Congregations, the Central Conference of American Rabbis, and the National Association of Temple Educators;
E	On acceptance of the contract and/or letter of intent by both the congregation/institution and the Educator-Designate, forward a copy of the contract and/or letter of agreement for the files of the Placement Service, ALL files being confidential.
F	NOTIFY THE ARJE PLACEMENT OFFICE OF THE NAME OF THE EDUCATOR-DESIGNATE WHEN THE SEARCH IS FINALIZED.

Name of person completing this form and position in congregation / institution	Ellisha Caplan, HR Chair; DoLL Search Committee Chair
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Signature

Erin Cph

CHAIRPERSON OF THE EDUCATOR SEARCH COMMITTEE

NAME	Ellisha Caplan	POSITION	HR Chair
STREET ADDRESS	2215 Jamaica Drive		
CITY, STATE/PROVINCE, ZIP CODE/POSTAL ZONE	Wilmington, DE 19810		
TELEPHONE NUMBER	302-230-6152	FAX	
E-MAIL	Ellisha.caplan@gmail.com ; hr@bethemethde.org ;		
Resumes of applicants should be sent to the following persons e-mail address(es) (please include more than one e-mail address):			
president@bethemethde.org			
hr@bethemethde.org			

IF THE CONGREGATION/INSTITUTION HAS A MISSION STATEMENT,
PLEASE ENCLOSE A COPY